



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Parish Council Meeting

held at Northchapel Village Hall

On Thursday 24th July 2025 at 8pm

Present: Councillors Mr Alex Baker, Mrs Jules Fraser Mr Melvin Greet and Mrs Sharon Holden (Chair)

In attendance: Mrs Helen Cruikshank, Parish Clerk
District Councillor Charles Toddhunter
PCSO Matt Isles

Public Question time

There were no members of the public present.

PARISH COUNCIL BUSINESS

40/25 Apologies for absence

Apologies were received from Parish Councillors Laura Green, John Sochovsky and Daphne Trussler.

41/25 Declarations of Interest

There were no declarations of interest.

42/25 Co-option of Councillor

Due to the recent resignation of Samantha Jones, there are now two vacancies on the Parish Council.

43/25 Minutes

The Minutes of the Annual Parish Council meeting held on Thursday 22nd May 2025 were approved as a correct record and signed.

44/25 Police report

PCSO Matt Isles stated there had been 46 reports to the Police from Northchapel over the past 6 months (Feb-July). This is up two on the previous year. Seven ASB, 1 Hoax call, 1 theft and the rest were welfare/driving/domestic issues. Crime in the parishes north of Chichester still remain at a low level.

The Police had been in situ on the day the development started at the land, north of Blind lane but they had no powers to act despite the Stop Notice. The whole situation progressed quickly. There have been no calls or reports since the original weekend.

PCSO Isles had a friendly chat with the Village shop following concern raised by parishioners about the delivery lorries parking on the pavement and causing a traffic hazard due to the blind bend. He said it is a difficult situation as the deliveries contain heavy items so they need to be as near as they can to deliver quickly and safely. He would keep an eye on the situation.

Constant complaints are being received about the inconsiderate parking in the bus layby on the main road. The sight line for the vehicles coming out of the church car park is impossible and dangerous. PCSO Isles said he would take a look but the only solution would be double yellow lines.

PCSO Matt Isles left the meeting at 8.10pm

45/25 Reports from the Chichester District and West Sussex County Councillors

County Councillor Duncton had sent through a written report as follows:

I am sure you all realise that apart from your duties as a local Councillor most of us also have to run family lives and sadly my garden has suffered through lack of attention but I try and make sure that we are fed and a bit of cleaning in the house. No excuse, just facts. As an example this week started with a meeting of the member development Group on Monday, on Tuesday at 10am I was at South Downs National Park for a workshop at 10am followed by a full Authority meeting at 1pm, on Wednesday Mandatory training for Safeguarding both children and adults, and today Thursday SDNP Planning which started at 10am and I got home soon after 4pm. Ok it's not like a 9 to 5pm job but that's not what you take on. As Councillors at whatever level, you fit your duties in with your private lives, yes, we all know the rules but sometimes it's a little harder than others. Whinge over and I really do try and get my notes done and by the way next week isn't a lot better ending with full County Council on the 18th July and on Council day it's be in County Hall by 9.30am and were lucky to finish at 4.15pm. It's what we sign up to but I am sure you can see it does get a bit busy. In my defence, I also spend considerable time at home on the computer replying to and sending emails not least of course regarding Highways issues or any other issues that residents have concerns about.

All that said we are doing well. Some years ago you will remember our Children's Services were in a sorry state. They are now in a very good position and I am hopeful that when we do get the next OFSTED inspection, we will have a very different story to tell. Our Social workers have really achieved and two are being put forward for National awards so I am hoping to be able to give a good story when the awards are made. They deserve it. I don't think she's up for an award but the Cabinet member for Children's Services Cllr Jacquie Russell has done an amazing job over the last few years working with all the Services and encouraging so that we are in a much, much better position. I can't imagine the hours Jacquie puts in but it must be more than my hours. We have a lot to thank her for not only her encouragement but her common-sense attitude to getting the job done.

A group of young people between the age of 13 to 16 have been working with the Fire and Rescue Service as Cadets. Their one year has now come to an end and I believe that they have learnt a lot about the Service and I know our Fire and Rescue Officers have enjoyed teaching and working with them. Of course they will not all want to join the Service but hopefully some will and some may consider becoming Retained Fire fighters in their communities. It's certainly taught them a lot in one year.

I try and say something about Trading Standards because they are a great department in County as I've mentioned before they have prosecuted for illegal goods being sold, advising on online Scams or other Scams and many other issues and recently they won a Court case against an Airline called Norse Atlantic Airline for the illegal importation of a Dog, well more a Puppy actually at 11 weeks old and none of the paperwork required or injections required to bring Dogs into the Country. With costs we received £4,442. It is worth parents checking out the website on libraries as there are some good things going on in the libraries for children during the holidays.

Finally residents can have their say on the Fire and Rescue Service in a survey that runs until the 22nd September. There is a QR code but if you go the web it's yourvoice@westsussex.gov.uk/CRMP.

Please let me know if there are some issues you want me to investigate and as ever you can contact me via janet.duncton@westsussex.gov.uk or my mobile 07979152898.

District Councillor Charles Toddhunter reported on the following:

Local Updates

Local Plan - The consultation on the Main Modifications to the Chichester Local Plan 2021 – 2039 has now closed. 163 representations were received, and these have been sent to the Inspectors who will now consider them. We plan to formally adopt the plan over the summer at an extraordinary Full Council meeting on 19th August.

Unauthorised Development at Northchapel / Lurgashall – We have been made aware of activity at the Blind Lane site which appears to have breached the Injunction that the Council put in place. Council officers are attending the site and our external Legal Team will be made aware to take the appropriate action. We take this matter extremely seriously and will do everything in the Council's power to resolve the situation.

Housing – We are assisting several residents with issues relating to housing across the ward. The council's new Housing Register software is now live and users should re-register on the new system to ensure they are supported. If you have any difficulties, please contact the Housing Team on 01243 785166 or email housingallocations@chichester.gov.uk

CDC Wide Updates

Local Government Reorganisation: The Council have been busy moving forward with the Local Government Reorganisation project and plan to start engaging further with our local communities and businesses in July. At the moment, all of the councils are working together to collectively develop surveys for residents, stakeholders and staff. We will let you know when these are launched.

CDC Staffing Update: With Chief Executive, Diane Shepherd now focussing her time on Local Government Reorganisation, John Ward is now our Chief Operating Officer. Due to his change in role, Louise Rudziak will now be taking over responsibility for Chichester Contract Services from this month.

Surgeries

Cllr. Gareth Evans runs regular surgeries across Loxwood Ward which are available for all residents to attend. We are also happy to meet residents at home or elsewhere if this is easier. The dates for autumn surgeries will be published shortly. However, if you need to contact us before then, please do so on the details below.

Our contact details are:

Cllr. Gareth Evans, email gbevans@chichester.gov.uk or telephone 07958918056

Facebook: <https://www.facebook.com/GarethEvansLoxwood>

Cllr. Charles Todhunter, email ctodhunter@chichester.gov.uk or telephone 07500 577 777

Facebook: <https://www.facebook.com/Charles4Loxwood>

46/25 Working Party Reports

- **Allotments:** There was nothing much to report. Business Stream had reported high water usage but the Clerk had spoken to the allotment manager and agreed this was due to the hot weather and not a leak.
- **Village Green:** The new VE80 bench has been delivered. Thanks to Chichester District Council for its £250 grant towards this. Siting of the bench to be decided at the next meeting. John Sochovsky to complete the tree survey. The defibrillator at the top of the Green has been replaced by SECAMB.
- **Highways including parking issues:** The Clerk to report the loose dangerous drain on the A283 outside Hillgrove Stud Farm.
- **Village Road Safety Project including speed reduction proposals and Speedwatch:** Councillor Holden reported the Speedwatch team had been active during Goodwood Festival of Speed and the Police mobile camera unit had also been out. More volunteers are required.

Following the Clerk requesting concealed signage for Chidfield Barns, the WSCC Traffic Engineer is considering the request.

- **Play Area:** Councillor Fraser reported the annual ROSPA inspection took place in June and the report has been received highlighting a few small issues. Playsafe Playgrounds has returned to fill in the gaps which have appeared in the surfacing under the new slide.
- **Footpaths, Hedges and Rights of Way:** Councillor Trussler had received a report of an oak tree down blocking a bridleway. She thinks it is in Plaistow parish but will report once she has a confirmed location.

The new contractors collecting from the dog bin on the footpath which runs from the pedestrian back entrance of Valentines Lea to the main road has had problems locating it. The bin is now overflowing. An emergency collection has been requested.

Numerous complaints have been received from parishioners walking about the overgrown state of hedges alongside the pavements in the village. Please be mindful to keep hedges maintained, cut back to a safe level and collect all the trimmings!

- **Planning:** Councillor Baker said all was very quiet. There had been two planning applications discussed since May's meeting:

SDNP/25/01813/HOUS

4 Chidfield Barns London Road Northchapel West Sussex GU28 9EG

Installation of 1 no. garden pod for home office use

SDNP/25/02448/HOUS and SDNP/25/02449/LIS

218 Hammer Cottage, Pipers Lane, Northchapel GU28 9LA

Two storey side extension and single storage rear extension with internal alterations and detached garage building

Since the last meeting, Chichester District Council/South Downs National Park has made the following decisions on/given advice on:

SDNP/25/01813/HOUS

4 Chidfield Barns London Road Northchapel West Sussex GU28 9EG

Installation of 1 no. garden pod for home office use

Decision: Approved

- **Village Hall:** Councillor Holden said the car park repairs will be done shortly whilst bookings are low during the holidays.
- **Housing:** Councillor Holden reported the flat in Valentines Lea was now occupied but the two 1-bed flats in St Michaels Close were still empty.
- **Winter Plan:** The Clerk had checked the grit bin levels tonight and would submit the audit to WSCC. The Clerk to liaise with Rob Moss to ask whether he will still continue to help with the Winter plan if required and to check status of grit levels stored at the farm.
- **Northchapel Youth Club:** Youth Club has been making use of the new MUGA. It is now finished for the summer holidays but will return for the new term in September.
- **Multi-use Games Arena (MUGA) project:** It is hoped to run some sports coaching during the holidays. Contact Laura Green for more information.

47/25 Unauthorised works on Land North of Blind Lane Update

On the 14th July 2025, a hearing was held at the High Court concerning the injunction issued in response to unauthorised works at Blind Lane, Lurgashall. At the hearing Chichester District Council sought to secure a full injunction requiring the use of the land as a gypsy and traveller site to cease, for all operational development to be removed and for the land to be restored to its former condition as agricultural land. The judge decided to adjourn the case until 9th September 2025, when the court will consider whether to grant a full injunction. The interim injunction will remain in force until 9th September, and therefore it is still the case that no further

caravans, vehicles, etc., should be brought onto the land. Further to this, the below is the link to the Interim order:

<http://chichester.gov.uk/view-planning-enforcement-cases>

If further breaches arise, please visit the following link to complete the online "report a breach" form:

<https://www.chichester.gov.uk/planning-enforcement>

To support local residents, the council has updated the set of frequently asked questions here:

www.chichester.gov.uk/article/39856/Frequently-Asked-Questions-unauthorised-engineering-works-at-a-site-near-Lurgashall

48/25 Seaford College Community Day Update

The day had been a great success with students helping at the School and the Sports Club. They will be returning next year – Thursday 25th June.

49/25 Financial Matters

- The Council's current financial position @ £29,582 was noted.
- The Bank reconciliation as at 17th July 2025 (Appendix 2) was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted. The following payment was authorised for payment; Playsafety Ltd (Annual ROSPA inspection) @ £120.
- The Budget Monitoring sheet as at 17th July 2025 (Appendix 4) was noted.

50/25 Reports back from meetings attended by Councillors

Councillor Baker attended a meeting organised by Sidleham Parish Council to discuss Gypsy and Traveller sites. He, Councillor Holden and the Clerk had attended a planning training session at CDC.

51/25 Clerks Report including correspondence

The Clerk reported there is an online Zoom meeting on Tuesday 5th August 5-6pm to discuss the Local Government Reorganisation (LGR).

Hyde Housing are offering its tenants £50 voucher towards Primary School Uniform www.hyde-housing.co.uk/update-household-members

52/25 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 28th August 2025

53/25 Date of next meeting

Thursday 4th September 2025 at 8pm

The Chairman closed the meeting at 8.35pm

Signed

Date